

Commercial Permit Application Intake Checklist



Planning & Development
Building & Permit Services
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(541) 682-5086 Information

OK for intake { Commercial Intake Staff: _____ Date: _____ # of sets { plans _____
Land Use Staff: _____ Date: _____ calc's _____
spec's _____

This checklist addresses information required for most projects but may not address all the information required to determine code compliance. Initial plan review could raise issues requiring revised plans which are subject to supplemental information charges.

PROJECT ADDRESS/TRS #: _____ Date: ____/____/____
Use-Current: _____ Proposed: _____ Intake Staff: ____/____/____

A mark in the **OK** box indicates the item is acceptable for submittal. Subject to change through actual plan review.

NEED indicates the item is needed before plans will be accepted for review. Bring this original checklist with you when you return.

N/A indicates the item is not apparently applicable for scope of the proposed project. Subject to change through actual plan review.

☐ **ZONING/LAND USE**

Route to LUM

Yes ☐ No ☐

Zoning: _____ Permitted use: Yes ☐ No ☐

Land Use Applications: file # _____ status _____

UT: Yes ☐ No ☐ Annexation needed: Yes ☐ No ☐ Willamette Greenway: Yes ☐ No ☐

N/A NEED OK

- ☐ ☐ ☐ Utilities for new construction (9.6775) Underground ☐ Overhead ☐ None ☐
☐ ☐ ☐ Outdoor lighting fixtures (9.6725): Yes ☐ No ☐ Signature: on plans ☐ Attached ☐ On plans ☐
☐ ☐ ☐ Trees: Lot size: under 20,000 sq ft ☐ 20,000 or over ☐ Show all trees, public & private ☐
Designate trees to be removed: None ☐ Private Property ☐ Public property ☐
☐ ☐ ☐ EWEB - Possible conflict w/ overhead? Yes ☐ No ☐ If yes, give EWEB cards to applicant

Comments: _____

N/A NEED OK

☐ **SITE PLAN REQUIREMENTS**

- ☐ ☐ ☐ ***SITE PLAN MUST SHOW ENTIRE LOT AND INCLUDE ANY ADJACENT RIGHT-OF-WAY**
☐ ☐ ☐ Site plan on minimum 11 x 17 size paper with **minimum 2" clean border around all property lines**
☐ ☐ ☐ North arrow ☐ Scale of drawings ☐
☐ ☐ ☐ Adjacent streets/alleys (label private & public ☐ Rights-of-Way widths ☐
☐ ☐ ☐ Property lines with dimensions ☐ Easements ☐
☐ ☐ ☐ Grading: Slopes: Existing ☐ Proposed ☐ Fills ☐ Excavations ☐ Drainage surface direction ☐
☐ ☐ ☐ Structures with dimensions and setbacks: Existing ☐ Proposed ☐
☐ ☐ ☐ Retaining wall, proposed location(s) -- must be drawn and labeled on site plan
☐ ☐ ☐ Curb cuts/property access: Existing ☐ Proposed ☐ Widening ☐
☐ ☐ ☐ Sidewalks: Existing ☐ (Location: Curbside ☐ Setback ☐ Proposed ☐ None ☐
☐ ☐ ☐ Other construction in right-of-way such as retaining walls or elevated walks and drives
☐ ☐ ☐ New connections to public (any work in the R O W): Wastewater ☐ Stormwater ☐
☐ ☐ ☐ Label public & private lines ☐ Point of connection to public system ☐
☐ ☐ ☐ Piping sizes for private lines: Wastewater ☐ Stormwater ☐
☐ ☐ ☐ Stormwater drainage destination: • Weep hole(s) in curb: ☐ New ☐ Existing ☐
• Tap existing public storm pipe ☐ • Catch Basin: New ☐ Existing ☐ • Drainage ditch (location) ☐
• Private on-site system _____ PWE Initials _____ UT? _____
Location: Shown on plans ☐ To follow ☐ Required Info: Submitted ☐ To follow ☐

☐ ☐ ☐ Septic tank and drainfield location

Comments: _____

NO	YES		EROSION PREVENTION	Permit required: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		In sensitive area & one of the following: (500 sq ft or 20 cu yds disturbance)	
<input type="checkbox"/>	<input type="checkbox"/>		OR Disturbing one acre or more regardless of sensitive area	
			CSMP app to customer <input type="checkbox"/> EP # _____	
Comments: _____				

N/A	NEED	OK		FIRE PREVENTION															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Fire truck site access, max 150' to exterior walls <input type="checkbox"/>	Dead end fire lanes max 100' in length <input type="checkbox"/>														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Fire hydrant locations & distances to property <input type="checkbox"/>															
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%; text-align: center;">NO</td> <td style="width: 10%; text-align: center;">YES</td> <td></td> <td>Fire suppressions systems: Fire sprinklers <input type="checkbox"/></td> <td>Fire alarms <input type="checkbox"/></td> <td>Hood suppression <input type="checkbox"/></td> <td>Unknown <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>(existing or proposed)</td> <td>(Separate shop drawings will be required)</td> <td></td> <td></td> </tr> </table>						NO	YES		Fire suppressions systems: Fire sprinklers <input type="checkbox"/>	Fire alarms <input type="checkbox"/>	Hood suppression <input type="checkbox"/>	Unknown <input type="checkbox"/>				(existing or proposed)	(Separate shop drawings will be required)		
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			(existing or proposed)	(Separate shop drawings will be required)															
<input type="checkbox"/>	<input type="checkbox"/>		Storing, mixing, or generating of chemicals on site, HMIS: yes <input type="checkbox"/>	need <input type="checkbox"/>	MSDS: yes <input type="checkbox"/>	need <input type="checkbox"/>													
Comments: _____																			

N/A	NEED	OK		PLUMBING & ELECTRICAL	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Plumbing: Review not reqd: <input type="checkbox"/> <div style="display: inline-block; vertical-align: middle;"> Fixture layout or # of fixtures <input type="checkbox"/> Fixture schedule <input type="checkbox"/> # of abandoned fixtures <input type="checkbox"/> Interior plumbing elevations <input type="checkbox"/> </div>	
				Review reqd: <input type="checkbox"/> <div style="display: inline-block; vertical-align: middle;"> Piping material <input type="checkbox"/> Water piping isometric <input type="checkbox"/> Waste & vent piping isometric <input type="checkbox"/> Backflow devices <input type="checkbox"/> </div>	
<input type="checkbox"/> Plumbing review is not required, but has been requested with the applicable plan review fees to be applied.					
Name _____ Signature _____					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Electric: Review not reqd: <input type="checkbox"/> # cir _____ # panels/feeders _____ Other _____	
				Review reqd: <input type="checkbox"/> <div style="display: inline-block; vertical-align: middle;"> Fixture schedule <input type="checkbox"/> Fixture layout <input type="checkbox"/> Riser diagram w/panel locations & schedules <input type="checkbox"/> Load Calculations <input type="checkbox"/> Supervising electricians signature or electric engineer's stamp <input type="checkbox"/> </div>	
Comments: _____					

N/A	NEED	OK		STRUCTURAL	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Code Summary (completed worksheet or incorporated into plans)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Licensed designer stamp if structure is over 4000 s.f. (footprint) or more than 20' in height	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Exterior elevations <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Floor plan(s) <input type="checkbox"/> Fire extinguisher location & type <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Location & schedule: Windows <input type="checkbox"/> Doors <input type="checkbox"/> Hardware schedule <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Framing: Floor(s) <input type="checkbox"/> Roof <input type="checkbox"/> Wall construction types <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Fire resistive construction: Location/type <input type="checkbox"/> Listed assembly info <input type="checkbox"/> Penetration info <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Foundation plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Structural details <input type="checkbox"/> Cross sections: Framing <input type="checkbox"/> Stairways/ramps <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Structural calc's: Vertical (gravity) loads <input type="checkbox"/> Lateral (wind or shear) loads <input type="checkbox"/> Soils report <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Detailing from analysis or calculations referenced in plans	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mechanical: Duct layout <input type="checkbox"/> Equipment schedule <input type="checkbox"/> Equipment anchorage >400 lbs <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		State energy compliance forms: Exterior envelope <input type="checkbox"/> Lighting budget <input type="checkbox"/>	
Comments: _____					

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